



## CITY OF SAN JOSÉ, CALIFORNIA

### Building Division Submittal Form

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Intake Int: \_\_\_\_\_ Plan Check Int: \_\_\_\_\_

#### Minimum Document Submittal Checklist - Electrical

Project Name: \_\_\_\_\_ PC# \_\_\_\_\_

Project Address: \_\_\_\_\_

Permit Center Staff will review this checklist as a reference guide prior to plan submittal for completeness check.

**Residential:** ☐ New ☐ Alteration **Com/Ind:** ☐ New ☐ TI

	Documents Submitted	Documents Required		
Documents	Applicant	Intake		PC
Submittal Form or Building Permit Form Completed		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fee Estimate Worksheet completed		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Site Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Scope of Work on Cover Sheet		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Single line diagram including Main Switch Board		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical load calculations including Main Switch Board		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical Panel Schedules		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Square footage of project		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Floor plan showing power circuitry and panel locations		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Reflected ceiling plan showing circuitry and Title 24 switching		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Roof plan showing roof mounted equipment and service receptacles		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical room floor plan with dimensions in 1/4" scale minimum		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Title 24 Energy Lighting Documentation		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
AIC rating on new electrical service		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Letter from PG&E for available fault current at Main Service		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

To be filled out by Applicant

I understand that an incomplete plan check submittal may result in delays in plan check.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date